



February 21, 2025

To: Gary Vaughn, District 54 (D54) Director
Wendy Pesavento, D54 Program Quality Director (PQD)
Estelle Foster, D54 Club Growth Director (CGD)
Jason Heissler, D54 Finance Manager

The 2025 Audit Committee was chaired by Helen Dotson and included Elias Hayes and Rachel Huls, all of whom are members in good standing of Toastmasters International. The Audit Committee was approved by Gary Vaughn. The midyear audit of District 54's financial documents was completed on February 7, 2025.

We reviewed the transactions on the bills register from June-December 2024 and all documents including the bank statements, expense reimbursement authorizations and receipts supporting those transactions. The Receipt Register report was not available, as deposits were made as cash, not accruals.

We signed the Audit Committee Guidelines and certification page of the December audit report for submission to TI by February 15 as required by Toastmasters International. The reports accurately reflect the district income and expenses. The use of the district funds was authorized and consistent with the district's mission.

We were also asked to ensure the transactions were executed within Toastmasters International policies.

- Electronic payments should be approved by both the District Director and the Finance Manager. If a payment was going to the Finance Manager or District Director, then the PQD or CGD should sign it. That policy was followed.
- The policy that all reimbursement requests should be approved by the District Director with adequate documentation was followed.
- The policy that all payments for more than \$500 be approved by the District Director and one other Director was followed in all cases.

Recommendations:

- 1) Receipts submitted for reimbursement that include non-reimbursable expenses should have the items being claimed clearly designated (such as with a *) with a concise explanation summarizing the total being claimed as the preferred approach. This helps both the expense approvers and the Audit Committee review the claimed expenses more efficiently and reduces any ambiguity about the reimbursement amount. *This is a repeat recommendation from past audits, due to similar findings in this audit.*
- 2) District leadership needs to ensure personal and non-district business expenses are not paid for by the district or with the district procurement card. There were a few Facebook business ads for the District Director's personal business that were accidentally paid for using the district procurement card. This was identified by the District Finance Manager and the district will be reimbursed by the District Director. *The Audit Committee will verify these actions were completed during the year-end audit this August.*

In conclusion, the audit confirmed all funds were properly used to support the mission of Toastmasters International and the district leadership team is doing an excellent job managing the district finances.

Respectfully submitted,

Helen Dotson, DTM, PDD
District 54 Audit Committee Chair
Capital City Toastmasters Club #1313356, District 8
Past Leaders United in Service (PLUS) Toastmasters Club #7832162, District 26